

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources State Reclamation and Mosquito Control Board

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### Massachusetts Mosquito Control Budget Notification And Compliance Certification Policy (Rev. 3.4.10 Rev.10.27.10 Rev. 12-14-11)

#### MEMBERS

Lee Corte-Real, **Chairman**  
Department of Agricultural  
Resources (DAR)

Bruce Hansen  
Department of Conservation  
And Recreation (DCR)

Gary Gonyea  
Department of Environmental  
Protection (DEP)

#### ADMINISTRATION

Mark S. Buffone  
Executive Director

Alisha Bouchard  
Project Administrator

#### MOSQUITO CONTROL PROJECTS & DISTRICTS

Berkshire County Mosquito  
Control Project

Bristol County Mosquito  
Control Project

Central Massachusetts  
Mosquito Control Project

Cape Cod Mosquito  
Control Project

East Middlesex Mosquito  
Control Project

Norfolk County Mosquito  
Control District

Northeast Massachusetts  
Mosquito & Wetland  
Management District

Plymouth County Mosquito  
Control Project

Suffolk County Mosquito  
Control Project

The State Reclamation and Mosquito Control Board (the "Board") oversees mosquito control in Massachusetts under the authority granted by MGL Chapter 252 and the several Acts of the Legislature creating mosquito control projects (the "Districts"). The Board's authority includes the important responsibility to certify District budgets. Since the Districts' budgets (with the exception of East Middlesex Mosquito Control Project) are not voted on by the member communities, the Board must review and certify District budgets to ensure that an appropriate level of funding is available to implement the work and improvements undertaken by the Districts under the authority of the Board .

Prior to F/Y 2002, funding for the Districts and the Board had been subject to appropriation by the Legislature and listed as line items within the budget of the Department of Food and Agriculture (DFA) budget, now the Massachusetts Department of Agricultural Resources (MDAR). Thereafter, funding for mosquito control has been by assessing proportionately each District's member cities and towns as deductions from local aid, as reported on the Cherry Sheet (the official notification from the Massachusetts Commissioner of Revenue of state aid and assessments to cities, towns, and regional school districts in the upcoming fiscal year).

For F/Y 2002 and thereafter, District budgets have no longer been subject to appropriation. Instead, the Districts submit their proposed budgets to the Board for review and certification to the Office of the Comptroller the amount determined by the Board to satisfy statutory funding standards. After the budgets are certified by the Board, a proportionate share of the total District budget is deducted from each member municipality's local aid distribution\* and deposited in an account administered by the Board.

Thus, state funding of the Districts and the Board now functions as "trust fund" expenditures, which are reviewed and certified by the Board to insure that expenditures for the fiscal year do not exceed related assessments.

**\*The Board's funding as deemed necessary to the state reclamation board's successful operation works in the same manner for the purpose of carrying out its mandate pursuant to the state mosquito control statute (Chapter 252, section 5A of the MGL). It is not an assessment to each district. Instead, it is an independent assessment made directly to the member communities and therefore need not be included in Mosquito District Operational Budgeting procedures.**

## **Massachusetts Mosquito Control Budget Notification and Compliance Certification Policy**

Since the Board is required by law to certify the amounts to be deducted from local aid, it is the duty of the Board to assure itself that the member communities support the proposed District budgets. Ultimately, the Board must make certain that the budgets are an appropriate use of public money through a transparent process and with an appropriate expression of support by the member cities and towns.

To this end, it is the policy of the Board, in making its certification and approval of Districts budgets, **to require that each District:**

1. Invite the public to a meeting to be held on or before March 1<sup>st</sup> of each year in which the Districts preliminary proposed budget and work plans for the upcoming mosquito season are presented and discussed, and notice of the meeting shall be published as prescribed in Forms SRB-1 and SRB-2. A regularly scheduled Commission meeting may meet this requirement if the proposed preliminary budget and work plans for the upcoming season are presented and discussed and the meeting is published to allow sufficient public notice and held on or before March 1<sup>st</sup> of each year. This particular Commission meeting must be filed in the Environmental Monitor.
2. Send a copy of the meeting invitation and District preliminary proposed budget to the Chief Administrative Officer\*, the Chief Executive Officer\*, to the Finance Committee of each member municipality having a Finance Committee, and to the Board; and, if requested by any of the above, to attend a meeting to explain the proposed budget and to answer questions.
3. Make available the District preliminary budget to local public officials and citizens in each member municipality in a format that reveals cost categories such as salaries, expenses, travel, equipment, supplies, etc., along with breakdowns for two previous years of budget for comparison purposes.
5. Publish and mail Form SRB-1 and SRB-3 as directed, and to complete and return Forms SRB-2 and SRB-3 to the Board as evidence of compliance with this policy.

The Board is confident that this policy will facilitate the Board's budget certification responsibility by ensuring that each District budget has been thoroughly vetted at the local level through a transparent process.

The Board will give strong consideration to the expression of local support for the budget as proposed. Accordingly, Board will deem unanimous local approval as a compelling basis for it to certify the budget as proposed; and at a minimum, certification of the budget as proposed can be reasonably expected by the District if the Board receives concurrence by **two-thirds (2/3)** of the member cities and towns. **For the foregoing, Form SRB-3, attached, shall be signed by the chief executive officer of the city or town or their designee and returned to the Board.**

## Massachusetts Mosquito Control Budget Notification and Compliance Certification Policy

If, notwithstanding local approval or absence of objections, the Board determines to certify a budget that is lesser than the amount proposed, it shall have the burden of stating a compelling basis for certifying the lesser amount. In carrying out its responsibilities of reviewing and certifying the district budget, the Board will weigh carefully all local input and balance this with responsibility to insure that the funding for the District will adequately support control of mosquitoes.

In order to finalize its certification in the shortest time possible and to facilitate communications between the District and member municipalities, the Board has established the following budgetary activities timeline:

- a. **August/September:** The District(s) submit with spending plans the proposed preliminary budget estimate for the coming fiscal year to the *Projects Administrator* (PA). The preliminary budget estimate must have attached a clear and concise narrative that documents anticipated spending and provides rational for the proposed preliminary budget estimate if it exceeds a level funding amount as required by the Executive Office of Administration and Finance.
- b. **September/October:** The PA forwards proposed preliminary budget estimates including but not limited to other spending information such as narratives, historical funding data, balance forward data to the *Executive Director* (ED) and Board.
- c. **October/ November/December:** The Board reviews District's proposed preliminary budget estimates. The Board will initiate discussions, pose questions, request clarification at meetings on an as needed basis.
- d. **December/January** (prior to Governor's House 1 budget posting): The PA submits to the Department of Revenue, Division of Local Services (DOR) the District's proposed preliminary budget estimates in order to prepare estimated cherry sheet assessments to be published in the Governor's House 1 Budget.
- e. **February-April:** The Board further reviews budgets and can deliberate on an as needed basis and or at its regularly scheduled meetings.
- f. **May-June:** The Board, at its annual budget meeting, votes formally to certify final Districts total budget amount and PA submits to DOR.

\*As defined by Chapter 4, Section 7 of the Massachusetts General Laws;

"Chief administrative officer", when used in connection with the operation of municipal governments, shall include the mayor of the city and the board of selectmen in a town unless some other local office is designated to be the chief administrative officer under the provisions of a local charter.

"Chief executive officer", when used in connection with the operation of municipal governments, shall include the mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.

The \_\_\_\_\_ Mosquito Control Project

**NOTICE OF PUBLIC MEETING TO PRESENT AND DISCUSS  
ITS PRELIMINARY PROPOSED BUDGET FOR FY 15**

Notice is hereby given that the \_\_\_\_\_ Mosquito Control Project (the "District") will hold an informational public meeting at the time and place indicated below in order to present and discuss the District's preliminary proposed budget for **FY 15**, and to receive comments and answer questions from the public and local public officials in connection therewith.

1. Date: \_\_\_\_\_ **[not later than March 1<sup>st</sup>]**

2. Time: \_\_\_\_\_

3. Location: \_\_\_\_\_

4. A copy of the District's preliminary proposed budget is available for inspection during regular business hours at the following location(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The total preliminary dollar amount that the District is proposing for FY 15 is \$ \_\_\_\_\_. The chart found below highlights the preliminary budget request by the district for the coming year with pertinent budget information that fully describes the "total trust fund account" budget amount available for the District to expend in FY 15.

A.	B.	C.	D.	E.	F.	G.
District Name	Number of Employees	FY 15 Preliminary Proposed Budget \$ Amount	Percent increase over approved/certified FY 2014 budget	Estimated Balance Forward/ Rollover amount from FY 2014	FY 2014 Actual Budget Revenues	(Add total amount of Column C+ E)= FY 2015 Total Funding Available in Trust Account to Expend in FY 15

6. The member municipalities within the District together with each municipality's estimated proportionate share thereof expressed both as a percentage and as a dollar amount, are as set forth on Form SRB-1, Page 2. **As of the date of this notice, the District is comprised of \_\_\_\_\_ municipalities as listed on Form SRB-1, Page 2.**

If the composition of the District changes because one or more municipalities join or withdraw from the District, the total preliminary budget will be adjusted pro rata.

7. Copies of the preliminary proposed budget will be available for inspection at the meeting, at which reasonable time will be accorded to those in attendance to ask questions and to offer comments. *Comments may also be sent directly to the Board via the Executive Director or Projects Administrator by April 15<sup>th</sup>*

8. A copy of this Notice, together with a copy of the preliminary budget proposed, has been delivered or mailed to the Chief Administrative Officer, Chief Executive Officer, to the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

[illegible]

The \_\_\_\_\_ Mosquito Control Project

**CERTIFICATE OF COMPLIANCE WITH NOTICE REQUIREMENTS  
Of the  
State Reclamation and Mosquito Control Board Budget Notification and Compliance Certification Policy**

I, the undersigned Chairman of the \_\_\_\_\_ (the "District") hereby certify that on \_\_\_\_\_, 20\_\_\_\_, the District held a meeting on its preliminary proposed budget for Fiscal Year \_\_\_\_\_, in compliance with the State Reclamation and Mosquito Control Board's Budget Notification Policy. Notice of the meeting on Form SRB-1 was published in one or more newspapers of general circulation within all member municipalities at least 14 days prior to the meeting, a copy of each such publication attached to this Certification of Compliance.

The Massachusetts Mosquito Control Budget Notification and Compliance Certification Policy require that the meeting invitation state the following:

- (1) The date, time, and place of the meeting;
- (2) The place where a copy of the preliminary proposed District budget is available for inspection;
- (3) That copies of the preliminary proposed District budget will be made available at the meeting and in a format that expresses the budget by category, salary, expenses, travel, equipment, supplies, etc., along with breakdowns for two previous years of budget for comparison purposes: and
- (4) That reasonable time will be accorded to those in attendance for questions or comments relating to the preliminary budget proposed.

In addition to said publication, a copy of the meeting invitation together with a copy of the preliminary proposed District budget was delivered or mailed at least 14 days prior to the meeting to the Chief Administrative Officer, Chief Executive Officer, the Finance Committee of each member municipality having a finance committee, and to the State Reclamation and Mosquito Control Board.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The \_\_\_\_\_ Mosquito Control Project

by: \_\_\_\_\_  
Chair, Mosquito Control District Commission, duly authorize

State Reclamation and Mosquito Control Board  
Budget Notification and Compliance Certification Policy

**DECLARATION OF SUPPORT OR NO SUPPORT OF MOSQUITO CONTROL FUNDING FOR FY 15**

**Declaration**

I, \_\_\_\_\_ the chief executive officer of Town/City of \_\_\_\_\_  
(Print Name/ and Sign Name) (Please Print)

hereby designate \_\_\_\_\_ to sign this declaration.  
(Print Name)

(Please check applicable box below)

- ☐ Support  
☐ Do Not Support

the preliminary mosquito control budget proposed and this municipality's estimated proportionate share thereof, expressed both as a percentage and as a dollar amount as provided to this municipality in compliance with the State Reclamation and Mosquito Control Board Budget Notification and Compliance Certification Policy .

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Both a copy and the original declaration should be submitted to the district **who will forward all member communities' declarations to the State Reclamation and Mosquito Control Board no later than April 15<sup>th</sup>**